



AWARDS COMMITTEE 2017-18 Objectives

1. Develop the structure of a comprehensive awards report (to be completed annually and provided to SAEM's Board of Directors) listing all SAEM awards, including number of applications/nominations, names of awardees, institutions of awardees, and, where appropriate, any mentors of awardees.
2. Review and revise scoring rubrics for all awards as needed.
3. Develop a strategy for nominating SAEM members for national (non-SAEM) awards.
4. Develop a pre-award outreach strategy to publicize and seek nominations or applications for awards.
5. Work closely with AACEM to publicize award opportunities and obtain nominations.
6. Develop a post-award publicity strategy, in conjunction with the Social Media Committee (Awards Committee is lead), that will include:
 - a. contacting the chair and media outreach department at the home institution of each awardee;
 - b. using SAEM's social media platforms and activities at SAEM's annual meeting to publicize names and brief characteristics of awardees.

Chair: Robert S. Hockberger, MD

Staff Liaisons: Melissa McMillian, CNP



BYLAWS COMMITTEE 2017-18 Objectives

1. Review the SAEM bylaws and determine if updates are needed to align with the current role of the society and long-term features of the strategic plan.
2. Recommend amendments to bylaw/policy to clarify the definition of intellectual property of SAEM.
3. Implement review of the new Board of Directors Conflict of Commitment policy.
4. Recommend to SAEM's Board of Directors alternative names for "Interest Groups."

Chair: Esther K. Choo, MD MPH

Staff Liaisons: Kat Nagasawa, MBA and Monica Bell, CMP



CONSULTATION SERVICES COMMITTEE 2017-18 Objectives

1. Perform consultations to achieve budgeted revenue.
2. Investigate opportunities to enhance academic mission of residency programs affiliated with privately funded faculty groups or non-university based corporations.
3. Investigate opportunities for international consulting.
4. Provide quarterly reports to board pertaining to all consulting endeavors, including number of requests, nature of requests, institutions seeking consults, statuses of consults (cancelled, pending, complete), and financial implications of consultations.
5. Advise the board on potential new opportunities for SAEM consultation endeavors and/or products.
6. Create a marketing plan for consultation services.

Chair: Eric D. Katz, MD

Staff Liaisons: Doug Ray and Hugo Paz



EXTERNAL COLLABORATION COMMITTEE 2017-18 Objectives

1. Develop a process, then identify a list of appropriate domains and develop a list of experts in each domain (trauma, sepsis, pediatric EM, etc.)
2. Provide ongoing review and recommendations to SAEM's Board of Directors regarding requests to endorse statements, guidelines, meetings, or manuscripts, or to make SAEM appointees/representatives to external academic endeavors.
3. Provide quarterly reports to the Board of Directors regarding all external collaborative activities that are ongoing, pending, or completed (in the current programming year.)

Chair: Greg Fermann, MD

Staff Liaisons: Kat Nagasawa, MBA and Monica Bell, CMP



ETHICS COMMITTEE 2017-18 Objectives

1. Develop an SAEM18 didactic or position statement (or both) that explores the ethical obligation to promote diversity and inclusion in the EM workforce. Topics to be considered include: patient, staff, and society perspectives.
2. Survey, create and disseminate a report pertaining to existing opportunities for EM relevant ethics scholarship (e.g., publication venues, unexplored topics, funding opportunities, optimal existing fellowships or fellowship characteristics). Partner with Fellowship Credentialing Committee, as needed.
3. Explore via either a survey, literature review, or consensus process, the ethical implications of teaching resource utilization stewardship concepts (i.e. "Choosing Wisely")
4. Submit articles to the ethics section of the SAEM Pulse and for distribution to media outlets. Work with SAEM staff to ensure outreach via social media platforms (SAEM twitter and Facebook).
5. Advise the Board regarding key, emerging ethics-related issues that SAEM could develop into future education/product solutions for members.

Chair: Aasim I. Padela, MD, MSc

Staff Liaisons: Kat Nagasawa, MBA and Monica Bell, CMP



FACULTY DEVELOPMENT COMMITTEE 2017-18 Objectives

1. Report year-to-year changes in attendance numbers and academic rank of attendees for the “pre-day” leadership training (i.e. Leadership Forum). Make recommendations for what portions of content from this series should be retained or changed, or what new content is needed. (Consult with Program Committee/AACEM representative, as needed)
2. Suggest what content from the “pre-day” leadership training (Leadership Forum) should be made available digitally and promoted as essential career development content for junior faculty or fellows.
3. Submit for consideration to SAEM18, a didactic on academic health system administration as an avenue for career development. Explore pros/cons, tools needed, and possible impact on the academic mission at large. Collaborate with AACEM as needed.
4. Submit a didactic for consideration to SAEM18 on medical school leadership as an avenue for career development. Explore pros/cons, tools needed, and possible impact on academic mission at large. Collaborate with CDEM as needed.
5. Based on the results of the faculty needs survey, recommend intervention.
6. Explore/report to the board on the unique challenges facing academic emergency medicine faculty related to wellness. Consider identifying faculty leaders in the Society with expertise in physician wellness, resiliency and/or burnout.
7. Identify the needs for faculty development unique to vice-chairs.
8. Review recommendations on the SAEM17 Chair Fair from the Resident and Student Advisory Committee and provide recommendations related to how to maximize the utility of the event to SAEM’s Board of Directors.
9. Advise the Board regarding key, emerging faculty development-related issues that SAEM could develop into future education/product solutions for members.

Chair: Jeffrey Siegelman, MD

Staff Liaisons: Mark Nagasawa, MA and Holly Byrd-Duncan, MBA



FELLOWSHIP APPROVAL COMMITTEE 2017-18 Objectives

1. Review and make recommendations to SAEM's Board of Directors regarding applications for SAEM approval of non-ACGME emergency medicine fellowships.
2. Transition the focus of the approval process to the fellowship rather than the fellow for all fellowships except research.
3. Work with staff to consider and propose if feasible a web-based workflow for fellowship directors or their administrators to upload required information and otherwise streamline and simplify the process of obtaining information required for periodic review of fellowships.
4. Review the information being collected for the SAEM Fellowship Directory and make suggestions for minor edits that would make it more complete or of greater benefit to end users (those considering or comparing fellowships).
5. Make suggestions, as needed, for optimal membership composition for the various sub-committees engaged in fellowship approval.
6. Advise the Board regarding key, fellowship-related issues that SAEM could develop into future education/product solutions for members.

Chair: Chadwick D. Miller, MD

Staff Liaison: Melissa McMillian, CNP



FINANCE COMMITTEE 2017-18 Objectives

1. Review monthly financial data for SAEM.
2. Review the annual budget.
3. Perform an annual review of SAEM financial policies.
4. Review the annual audit.
5. Participate in the review of investment portfolios for SAEM, SAEM Foundation, and AACEM.
6. Evaluate annual financial performance markers and minimum limits, including operational margin, cash position, capital/debt ratio.
7. Review dues and/or meeting registration fees, in conjunction with the Membership Committee (Membership Committee is lead), and report recommendations to SAEM's Board of Directors.
8. Work with appropriate groups to review fees for CME offerings, consultations, and other services.
9. Work with SAEM staff to assess opportunities for corporate engagement for the purpose of revenue generation within the society (e.g., public service announcements, advertisements, other sponsorships).
10. Evaluate the past year experience with the project proposal submission form. To what degree has it been used? Are changes needed with respect to its format, use, and/or overall awareness? If so, recommend changes to SAEM's Board of Directors with staff input.

Chair: Martin A. Reznek, MD, MBA

Staff Liaisons: Doug Ray



GRADUATE MEDICAL EDUCATION COMMITTEE 2017-18 Objectives

1. Identify strategies to measure and increase resident and student participation in SAEM at the regional and national levels.
2. Survey current or past SAEM Regional Meeting chairs to determine best practices for meeting the needs of residents and students, via the Regional Meetings, with respect to the goal of recruitment into emergency medicine, EM fellowships, or academic EM positions.
3. Develop quarterly articles for SAEM Pulse and other SAEM media outlets with specific updates pertaining to GME news and trends in emergency medicine.
4. Submit for consideration to SAEM18, a didactic on (and if appropriate-web content) related to the highest priority challenges/opportunities EM graduate education leaders will face in the future landscape of academic EM.
5. Prepare a report on the current state of EM training programs affiliated with privately funded residencies affiliated with privately funded faculty groups or corporations. Compare and contrast these with traditional medical school based programs.
6. Create a plan for a webinar series (or other online content), in conjunction with the Research Committee (GME Committee is lead), on basic research principles that could be used by residency programs for asynchronous learning (if need exists within RRC or other ACGME requirements).
7. Advise the Board regarding key, emerging GME-related issues that SAEM could develop into future education/product solutions for members.

Chair: Jonathan E. Davis, MD

Staff Liaisons: Mark Nagasawa, MA and Stacey Roseen



GRANTS COMMITTEE 2017-18 Objectives

1. Review and score all SAEM grant applications and submit funding recommendations to SAEM's Board of Directors.
2. Review all current requests for applications (RFAs) and update as needed to ensure relevance and consistency with the SAEM Strategic Plan.
3. Develop a plan, with the Research Committee, to maximize the number and quality of applications to current RFAs.
4. Work with academies to develop RFAs and review academy sponsored grants as needed/requested.
5. Collaborate with the Research Committee to transition the one-day Grant Writing Workshop into a more Longitudinal Grant Writing Program to include online content (such as further development of the existing webinar series) with more feedback/small group guidance done at the in-person Grant Writing Workshop Day. Propose structure, evaluate funding ramifications, and establish goals with metrics for the first year and for years 2-5. (Research Committee is lead)
6. Advise SAEM's Board of Directors regarding key grant-related issues that SAEM could develop into future education/product solutions for members.
7. Work to increase the number and quality of applications for SAEM Foundation grants, in conjunction with the Research Committee (Grants Committee is lead).

Chair: Andrew Chang, MD, MS

Staff Liaison: Melissa McMillian, CNP



MEMBERSHIP COMMITTEE 2017-18 Objectives

1. Review dues and/or meeting registration fees, in conjunction with the Finance Committee (Membership Committee is lead), and report recommendations to SAEM's Board of Directors.
2. Prioritize strategies to maximize membership among individuals contemplating or involved in careers in academic emergency medicine at the medical student, resident, fellow and faculty levels.
3. SWOT analysis on membership. (Grow or retain)
4. Review the materials on the SAEM website for what should be considered content only available to members vs. content to be available to the general public domain.
5. Advise the Board regarding key, emerging membership-related issues.

Chair: Doug Franzen, MD, MEd

Staff Liaisons: George Greaves and Holly Byrd-Duncan, MBA



PROGRAM COMMITTEE 2017-18 Objectives

1. Plan the 2018 annual meeting.
2. Work with SAEM's Board of Directors to consider internal and external options for keynote speaker.
3. Develop mechanisms to display/recognize award winners at SAEM18 (e.g. posters, social media, rotating slides, etc.)
4. Evaluate SAEM17 wellness activities. Develop wellness component for SAEM18.
5. Discuss with the Committee of Academy Leaders (COAL) and individual academy president's ideas on how best to highlight their activities and goals through didactics and/or focused sessions at subsequent annual meetings. Work with COAL representatives who serve on the Program Committee.
6. Develop platforms to promote networking at SAEM18.
7. Implement selected "pre-day workshops" including Leadership Forum, Researcher/Education workshops, Consensus Conference, and any other events that would require attendees to participate outside of the published meeting time frame in conjunction with SAEM's Board of Directors and subgroups.
8. Continue Medical Student Ambassador program. Work with SAEM staff on the application process and ensure that participants are recognized/identifiable at SAEM18.
9. Review the Social Committee's report on effectiveness and scope of dissemination strategy of SAEM17 content to develop a strategic program/group for the dissemination of commentaries, press releases, key research findings, didactic pearls, a nightly review, and notice of upcoming events for SAEM18.
10. Discuss ideas on how to get local/regional residency programs involved at SAEM18.
11. In conjunction with the Resident and Student Advisory Committee (Program Committee is lead), propose an innovative engagement activity for residents and students for SAEM18
12. Provide a report to SAEM's Board of Directors on SAEM17 to include, at minimum: assessment of the online-only program; assessment of the icon system of identifying specific tracks; attendance at original science presentations; quality of scored abstracts (overall and accepted) compared to years past (if possible); best attended didactics; attendance numbers; and quality of keynote address.
13. Present the timeline of the program to the Board prior to it being released to the public.
14. Develop a plan for a Masters' Secrets Series (for SAEM18), The "Masters' Secrets Series" would be a series of 5-10 speakers giving 10-minute talks that address the topic: "The most important lesson I learned in my career was X." The program would include time for Q&A and interactions with the audience. This program is expected to have varied topic focuses including research, leadership, education, and policy. Ideally this would also reengage senior leaders and enhance career development for juniors.
15. Develop a plan for a "Master Scholar Program" (for SAEM18) that would identify 3-5 core clinical topics and one Master Scholar for each topic. Master Scholars would be invited to moderate the highest quality oral abstracts for that session, followed by a 20-minute, state-of-the-art "master scholar update" on current and future research and its impact on clinical care for that domain. Master Scholars would be recognized in annual meeting programming.

Chair: Daniel J. Pallin, MD, MPH

Staff Liaisons: Mark Nagasawa, MA, and Holly Byrd-Duncan, MBA



RESEARCH COMMITTEE 2017-18 Objectives

1. Survey existing SAEM web content and suggest to staff and board liaison any additional necessary electronic research resources (e.g. grant funding opportunity resources, RFAs, grantsmanship tips, or courses) that could be accessed from SAEM website.
2. Create a research budget primer (or identify existing resources) for research managers and junior investigators that explains budget guidelines and provides examples of budgets for federal and industry sponsored trials. Consider partnering with Gabor D. Kelen, MD, from CDC.
1. Work to increase the number and quality of applications for SAEM Foundation grants, in conjunction with the Grants Committee (Grants Committee is lead).
2. Continue to plan and execute an annual grant writing workshop.
3. Support the SAEM Foundation in its efforts to increase the number and funding amounts of grants. This may include a strategy for industry sponsorship of specific grants through the Foundation.
4. Work with staff to develop/ implement the website resources to be made available for:
 - a. General Membership
 - b. Longitudinal Grant Writing Program
 - c. SCONES participants related to the multi-year research curriculum.
5. Submit at least five didactics for the SAEM18 which may include, but is not limited to, Lion's Den, relevant NIH material, and continuation of the multi-year research curriculum. Work with Program Committee.
6. Transition the one-day Grant Writing Workshop into a more Longitudinal Grant Writing Program to include online content (such as further development of the existing webinar series) to allow more feedback/small group guidance to be done at the in-person Grant Writing Workshop Day. Propose structure, evaluate funding ramifications, and establish goals with metrics for the first year and for years 2-5. (Research Committee lead with assistance from Grants Committee)
7. Create a didactic on SIREN for SAEM18.
8. Respond as needed to requests from federal funding agencies on research agenda topics or priorities. (NIH, AHRQ, CDC, others).
9. Development and Launch of a Longitudinal Research Development Program to be led by a Course Director to be approved by SAEM's Board of Directors and who will report to the Research Committee Chair. (this is the program formerly known as SCONES).
10. Create a plan for a webinar series (or other online content), in conjunction with the GME Committee (GME Committee is lead), on basic research principles that could be used by residency programs for asynchronous learning (if need exists within RRC or other ACGME requirements).

Chair: Zachary Franklin Meisel, MD, MPH, MSc

Staff Liaison: Melissa McMillian, CNP



RESIDENT & STUDENT ADVISORY COMMITTEE 2017-18 Objectives

1. Create a community site for chief residents (SAEM members and/or RALF participants).
2. Submit resident- or student-focused article and material for SAEM Pulse and media outlets in conjunction with SAEM staff.
3. Provide feedback to the Program Committee on the icon track system of identifying particular resident/student-relevant content at the SAEM17
4. Work with the Program Committee in advance of SAEM18 to identify sessions of particular interest to residents and students and develop a recommended conference schedule for those groups.
5. Evaluate the Speed Mentoring event at SAEM 17. Provide a report to SAEM's Board of Directors that includes the number of mentor and mentee participants, budget, evaluations, and a recommendation for continuance or modification for SAEM18.
6. Provide feedback and recommendations to the Faculty Development Committee related to maximizing the utility of the SAEM17 Chair Fair from the senior resident perspective.
7. In conjunction with the Program Committee (Program Committee is lead), propose an innovative engagement activity for residents and students for SAEM18
8. Create an online bank of successful beginner CVs from residents who have transitioned successfully into junior faculty and fellowship positions.
9. Advise SAEM's Board of Directors regarding key, emerging resident- and medical student-related issues that SAEM could develop into future education/product solutions for members.

Chairs: Alexandra Nordberg, MD and Steven B. Bird, MD

Staff Liaisons: Holly Byrd-Duncan, MBA and George Greaves



SOCIAL MEDIA COMMITTEE 2017-18 Objectives

1. Develop online instructions (primer/tips/tricks) on how members can best use social media to promote scholarly content.
2. In conjunction with the Awards Committee (Awards Committee is lead), assist in the development of a post-award publicity strategy, that will include:
 - a. contacting the chair and media outreach department at the home institution of each awardee;
 - b. using SAEM's social media platforms and activities at SAEM's annual meeting to publicize names and brief characteristics of awardees.
3. Develop a process to objectively review EM relevant FOAMed content to be cataloged and annotated on SAEM's website with periodic (weekly/biweekly) promotion/dissemination through SAEM e-platforms. Sources to evaluate would include SAEM On-demand content as well as all other non-SAEM EM relevant FOAMed
4. Solicit from academic institutions their best FOAMed piece and consider promotion via SAEM's website and social media e-platforms
5. Subcommittee lead of this objective (Seth Trueger) to develop with staff, a plan for monthly Podcast of highest quality/impact FOAMed resources.
6. Evaluate the effectiveness and scope of dissemination strategy for PC content at SAEM17. Report to SAEM's Board of Directors and Program Committee with analysis and suggestions for SAEM18.
7. Develop a strategy for SAEM18 targeting specific didactics to maximize attendance/engagement via a social media outreach strategy. Request information from the Program Committee to determine which didactics have either
 - a. highest impact on patient care
 - b. highest impact on career development or
 - c. most state of the art research development.

Chair: Alisa Kristine Hayes, MD

Staff Liaisons: Stacey Roseen and Nick Olah



WEB EVOLUTION COMMITTEE 2017-18 Objectives

1. Use the list of top FOAMed materials to create a FOAMed primer.
2. Submit suggestions to SAEM's Board of Directors to increase electronic networking, collaboration, and community through SAEM's electronic resources.
3. Ongoing review of SAEM website for broken links, missing content, etc.
4. Compare current web analytics report to industry standard reporting and suggest improvement to SAEM's Board of Directors.
5. Quarterly review of website use
6. Compare current web analytics report to industry standard reporting and suggest improvement to SAEM's Board of Directors.

Chair: Nikhil Goyal, MD

Staff Liaisons: Kat Nagasawa, MBA and Stacey Roseen